



Consolidated Application Training Notes

I. Reminders:

- [Single sign-on directions and list of roles](#)
- [Security Coordinator Document](#)
- PreApp must be submitted and approved before the ConApp can be started; the documents are dependent on each other.
- Consolidated Application can be opened through “My Opportunities.” (Adding panel document) #6 on the [FAQ](#)

II. Important Notes for Completion:

- **All Pages:** Save each page initially and save often.
- **Consortium Selection Page:** For Corp numbers, the system uses Education Organization ID numbers: 10(4-digit Corp #)0000. This page is only completed by Lead LEA's. Participating LEA's will complete the Partner Information Request (PIR).
- **Partner Information Request (PIR):** After selecting the signature boxes, click save in order for the signatures to appear.
- **Consortium Selection Page/Cover Page:** Once the Consortium PIR is submitted by the Participating LEA, the Consortium page will need to be checked by the Lead LEA to make sure the amount/s is correct and then click save; then, the Program Administrator will need go to the Cover page and click save as well to make sure the amount was added correctly.
- **Title I Eligible School Summary:** Fill out the [Jotform](#) to tell IDOE which schools the LEA intends to serve with Title I in 20-21. For LEA's with non-public schools wanting to participate in Title I equitable services, IDOE will need to delete the public schools not receiving Title I funds on the Eligible School Summary in order for the Title I equitable share to calculate correctly for the participating non-public schools.
- **Non-public School Page List and Budget Page:** Ed. Org. ID numbers must be used on the Non-public School page as well in order for the Non-public school administrators to gain access to their School Information Requests (SIR). Education Organization ID numbers can be found by viewing the “Non-Public School List 8.5.2020” document, which can be found by visiting the following site: <https://www.doe.in.gov/grants/ombudsman>.
- **Non-public School Page List and Budget Page:** **All fields** on the Non-public School page must be entered, including the Yes/No question, before the equitable share values will appear. Click save when finished. Be sure all values on the Non-public School page are correct before initiating the SIR's. If the values are not correct, the SIR's will need to be purged and then a new request will need to be initiated. For non-public schools that are not planning to participate in

equitable services, enter “0” for the “Non-public school enrollment” (Title II and IV) and “Children of Poverty Living in Title I Boundaries” (Title I).

- **Administration and Indirect Page:** Equitable share transfers will be done manually similar to how it was completed in the Title I Application Center. Guidance for this can be found [here](#). Payment is requested from the sending LEA rather than the IDOE.
- **Administration and Indirect Page:** The Consolidated Admin. Salary and Fringe cells do not work correctly on the Personnel page. The PA will still enter the salary and fringe allocations in the cells, but then the portions being applied from each grant will need to be entered in the cells as well in order for the allocations to add to the Salary and Benefits page and the Cumulative Budget page.
- **Cumulative Budget Page:** This page does have a save button. Save needs to be selected multiple times while working on the document to ensure figures are being updated and are accurate.
- **School Information Requests:** School level personnel should be added on the SIR's rather than on the Personnel page. This page is for only district-level personnel.
- **School Information Requests:** Once the SIR's are completed for both public and non-public schools, the individual completing the SIR will submit the document to the LEA for review. Then, the LEA will approve the document, which will allow the allocations to auto-populate on the Cumulative Budget page, the public school budget pages, and/or the non-public school budget pages. The SIR is submitted for review by selecting “School Information: Submitted/In Review” status under *Status Options*.